



STATE OF MISSOURI
FAMILY SUPPORT PAYMENT CENTER
DIRECT DEPOSIT APPLICATION

INSTRUCTIONS

Child support payments you receive from the Family Support Payment Center and the State of Missouri, Division of Budget and Finance may be sent to you by direct deposit.

If you want **all** support payments directly deposited to your bank account, complete the *Direct Deposit Application* using the following instructions.

With the exception of your signature, type or print the requested information.

Return the original (white) application to: **FAMILY SUPPORT PAYMENT CENTER, PO BOX 109006, JEFFERSON CITY, MO 65110-9006**. Keep the yellow copy and these instructions for your records.

If you do not provide all the information requested, the Family Support Payment Center may not be able to process your application.

If you need help completing the *Direct Deposit Application*, contact the Family Support Payment Center between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 1-888-761-3665. You may also write to the Family Support Payment Center at the above address.

SECTION A — PAYEE INFORMATION

1. Enter your name (if you are the person entitled to receive support).
2. Enter your home address.
3. Enter your Social Security number.
4. Enter your telephone number, including the area code. A daytime telephone number is preferred.

SECTION B — FINANCIAL INSTITUTION INFORMATION

You must attach a voided check or deposit slip to the application in the space indicated, or the Family Support Payment Center WILL NOT process your application.

1. Enter the complete name of the financial institution where you have your account.
2. Enter the complete address of the financial institution where you have your account.
3. Enter the financial institution's telephone number, including the area code.
4. Check the box that describes the type of account to which you want support payments deposited.
5. Enter your financial institution's nine-digit routing number. The routing number is printed on the bottom left-hand portion of your checks and deposit slips (see Examples 1 and 2 on reverse side).
6. Enter your deposit or account number. If your account is a checking account, the account number is printed on the bottom of your personal checks following your routing number. It may be the first series of digits after the routing number (see Example 1 on reverse side), or it may be the series of digits which follow your check number (see Example 2 on reverse side). Do not include your check number in the account number.

NOTE: Enter only **numbers** for your routing and account numbers. Sometimes there are special symbols before or after the routing and account numbers on your check. Those special symbols should not be included.

EXAMPLE 1

CATHY SMITH		123
123 STREET		
ANYTOWN, MO 65000		DATE _____
PAY TO THE ORDER OF _____		\$ _____
_____		DOLLARS
MEMO _____	_____	_____
123456789	98765432111234	123

Routing Number: 123456789

Account Number: 98765432111234

Check Number: 123

EXAMPLE 2

CATHY SMITH		123
123 STREET		
ANYTOWN, MO 65000		DATE _____
PAY TO THE ORDER OF _____		\$ _____
_____		DOLLARS
MEMO _____	_____	_____
123456789	123	98765432111234

Routing Number: 123456789

Check Number: 123

Account Number: 98765432111234

SECTION C — DIRECT DEPOSIT AUTHORIZATION

Carefully read the information included in Section C and sign and date the form to agree to the terms of the direct deposit.

WHAT YOU SHOULD EXPECT

- Your direct deposit application will be processed when it is received at the Family Support Payment Center.
- The Family Support Payment Center will send a “pre note” or test of your direct deposit to your bank to ensure routing and account numbers are accurate.
- You should begin receiving payments by direct deposit after the pre note is complete. This should be approximately 10 to 14 days after the Family Support Payment Center receives your application. The actual time will depend on how often you receive payments.
- During the time it takes to process the application and pre note the direct deposit, you will receive payments by check.

CHANGING FINANCIAL INSTITUTIONS OR ACCOUNTS

Support payments will continue to be deposited in your designated account at your financial institution until you notify the Family Support Payment Center that you wish to change the financial institution and/or account where your payments are deposited. To change the financial institution and/or account where payments are deposited, you must complete a new *Direct Deposit Application*. Please contact your local child support office or the Family Support Payment Center at 1-888-761-3665 if you need additional *Direct Deposit Applications*. Failure to notify the Family Support Payment Center of a change in account information will result in a delay in receiving your payments.



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DIRECT DEPOSIT APPLICATION

SECTION A — PAYEE INFORMATION

1. PAYEE NAME (LAST, FIRST, MIDDLE)

2. PAYEE ADDRESS (NUMBER AND STREET)

(APT NUMBER)

(CITY)

(STATE)

(ZIP CODE)

3. PAYEE SOCIAL SECURITY NUMBER

4. PAYEE TELEPHONE NUMBER (INCLUDING AREA CODE)

SECTION B — FINANCIAL INSTITUTION INFORMATION (VOIDED CHECK OR DEPOSIT SLIP MUST BE ATTACHED)

1. FINANCIAL INSTITUTION NAME

2. FINANCIAL INSTITUTION ADDRESS (NUMBER AND STREET)

(CITY)

(STATE)

(ZIP CODE)

3. FINANCIAL INSTITUTION TELEPHONE NUMBER (INCLUDING AREA CODE)

STAPLE VOIDED CHECK OR
DEPOSIT SLIP HERE

4. TYPE OF ACCOUNT (CHECK ONLY ONE BOX)

CHECKING

SAVINGS

5. ROUTING NUMBER (9 DIGITS)

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6. DEPOSIT OR ACCOUNT NUMBER

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SECTION C — DIRECT DEPOSIT AUTHORIZATION

I hereby authorize the Family Support Payment Center and the State of Missouri, Division of Budget and Finance to initiate credit entries (deposits) and to initiate, if necessary, debit entries (withdrawals) or adjustments for any credit entries made in error to my account designated above.

I understand my direct deposit enrollment may be terminated if I fail to notify the Family Support Payment Center of changes in account information.

PAYEE SIGNATURE

DATE

FREQUENTLY ASKED QUESTIONS ABOUT DIRECT DEPOSIT

1. How secure and reliable is direct deposit?

Direct deposit is very safe and reliable. It allows money to be electronically transferred from the Family Support Payment Center's or the State of Missouri, Division of Budget and Finance's bank account to your bank account. Direct deposit eliminates the possibility of lost or stolen checks. With direct deposit, there are no mail delays and no check cashing fees to pay.

2. Can I receive all of my child support payments by direct deposit?

All child support payments you receive from the Family Support Payment Center and the State of Missouri, Division of Budget and Finance may be sent to you by direct deposit.

3. How do I sign up for direct deposit?

To sign up for direct deposit, complete the enclosed *Direct Deposit Application*. Instructions are attached to the *Direct Deposit Application* to assist you in completing this form. Make sure you include the financial institution routing number, account number and a deposit slip or voided check with your application.

4. How will I know when my payments are being paid by direct deposit instead of by check?

You can verify whether a payment has been sent to you by check or by direct deposit by calling the *Payment Information Line* at 1-800-225-0530. This is a toll-free call. When making this call, you must enter your eight-digit case number to receive payment information. If you do not know your eight-digit case number, contact your local child support office to obtain this number.

5. When will the support payment be available in my bank account?

In most cases, funds will be available in your bank account two to three business days after the payment is received at the Family Support Payment Center. It may take longer if the payment is not sent to the Family Support Payment Center or your bank is located in another state.

6. Will I be notified when money is deposited in my account?

You will **not** receive a notice each time a payment is deposited to your account. You can verify that a payment was deposited to your account by calling the *Payment Information Line* (see 4., above). Many banks also have customer information lines available that allow you to verify deposits made to your account.